



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEPR-P (715)

02 MAY 1995

MEMORANDUM FOR COMMANDER, ALL MAJOR SUBORDINATE COMMANDS,
DISTRICT COMMANDS, FIELD OPERATING ACTIVITIES
AND LABORATORIES, ATTN: DIRECTORS/CHIEFS
CONTRACTING DIVISION

SUBJECT: PARC Instruction 95-⁵~~X~~, Policy for Purchases of \$25,000
or Less By Non-Procurement Personnel.

1. The purpose of this PARC Instruction is to establish Policy for the Purchases of \$25,000 or less by non-procurement personnel.
2. The Under Secretary of Defense (Acquisition and Technology) and the Acting Deputy Assistant Secretary of the Army (Procurement) have issued memorandums, that encourage empowering non-procurement government employees with the authority to buy common supplies and services. The U.S. Army Corps of Engineers will implement this initiative in two ways: 1) by encouraging the appropriate use of the GSA Credit Card Program, 2) by issuing Contracting Officer warrants to non-procurement personnel.
3. The following policy is established for issuance of Contracting Officer warrants and credit cards to non-procurement series personnel.
 - a. The policies and procedures listed in FAR/DFARS/AFARS and EFARS Subpart 1.6 will be used as guidelines for selection, appointment and termination of appointment of Contracting Officers.
 - b. Training requirements for issuance of the GSA credit cards is a minimum of eight hours on small purchases, credit card orientation, and government ethics. (See OPARC Credit Card SOP for specific topics).
 - c. Training requirements for issuance of a Contracting Officer warrant not to exceed \$25,000.00 are completion of two mandatory training courses; Purchasing Fundamentals (PUR 101) or Operational level Purchasing (PUR 102) and Intermediate Purchasing (PUR 201).
 - d. Funded 3953s must be obtained before any purchases are made. An IM chop is required on 3953s for all FIP purchases. FIP purchases shall not exceed \$2,500.

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3. Contracting Officers warrants should not be requested unless adequate support cannot be provided through use of the GSA credit card program, the Blanket Purchase Agreement (BPA) Program or SF 44s. Credit cards, BPA's and SF 44s are the recommended small purchase instruments.

4. When the District Commander decides a specific location or circumstance requires the appointment of a non-procurement job series Contracting Officer, a warrant will be requested from the PARC.

5. Quarterly reviews by the District Contracting staff are required to assure the integrity of the procurement system. This could be accomplished by having the procurement documents (i.e. copies of each purchase order, with documentation provided to the district contracting office for review, or by the contracting office making site visits to the field locations.

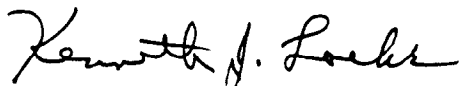
6. The attached checklist will be used to record all purchases under this program. Additionally warranted individuals should secure and become familiar with appropriate portions of the FAR, DFARS, AFARS and EFARS, (i.e. Part 13).

7. I have every confidence that we can execute this expanded authority of issuing contracting officer warrants to non-procurement personnel in a responsible manner, thereby increasing mission efficiency.

8. Points of contact for this issue are Mr. Wes Eubanks, 202-761-8641 and Mrs. Teresa Wright-Johnson 202-761-5451.

FOR THE COMMANDER:

Encl
Operations Project
Manager Checksheet


KENNETH J. LOEHR
Principal Assistant Responsible
for Contracting

CHECKLIST FOR NEW PROCUREMENT ACTIONS REQUIRED FOR EACH PURCHASE

DATE: _____

1. FUNDING:

Funds **MUST** be available and Certified by:

3953 _____ Amount: _____
Electronic _____

2. APPROVALS:

* FIP Resources, IM Certification _____ (No./Date)

Publications/Audio Visuals: CEIM-O Approval _____

3. SOURCE SCREENING:

Item/Service available through mandatory sources identified in FAR Subpart 8.

Local Stock	_____ yes _____	Not available in _____	time req. _____	qty req. _____
Excess	_____ yes _____	Not available in _____	time req. _____	qty req. _____
F.P.I.	_____ yes _____	Not available in _____	time req. _____	qty req. _____
NISH	_____ yes _____	Not available in _____	time req. _____	qty req. _____
Depot Stock	_____ yes _____	Not available in _____	time req. _____	qty req. _____
Commercial	_____ yes _____	Not available in _____	time req. _____	qty req. _____

4. PROCUREMENT INSTRUMENT:

Credit Card	_____	(DFARS 222.407 as applicable)
Purchase Order/	_____	DD 1057 _____
Delivery Order	_____	
BPA/Imprest Fund	_____	
SF44	_____	

* (If credit card, approving official: _____ (print/type))

5. AVAILABILITY:

Immediate: _____
Days, (ARO): _____

Name: _____
Location: _____

NOTICE: Copies of procurement instrument must be attached for reporting purposes!!

QUOTATIONS (OVER \$2,500.00)

<u>Vendor, Name & Address</u>	<u>Unit of Issue</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Delivery Times in Days After Receipt of Order</u>
1. _____					

2. _____					

3. _____					

FPI - FEDERAL PRISON INDUSTRIES (UNICOR)

NISH - SHELTERED WORKSHOPS/BLINDMADE

FSS - FEDERAL SUPPLY SCHEDULES

**FIP - FEDERAL INFORMATION PROCESSING (COMPUTER,
TELECOMMUNICATIONS)**